



## CORRECTING "SELECTRIC" TYPEWRITER — APPLICATIONS

### SUMMARY:

1. *Correctable Film Ribbon & Lift-Off Tape*
2. *IBM Tech III Ribbon & IBM Tech III Cover-Up Tape*

### INFORMATION

The correcting mechanism can be used with most typing applications. The applications most enhanced are those where strikeovers are acceptable on carbon copies or where only original documents are typed. The present method of carbon copy correction will not change.

The correcting mechanism will operate reliably with all typestyles that have equal or less line weight than Courier. Results with Orator, Bookface Academic, Prestige Pica, or similar typestyles are marginal.

The correcting mechanism will not work on spirit masters since the working image is on the reverse side of the master. The correcting mechanism is not recommended for pinfeed form applications because slight amounts of paper movement are allowed by pin to form hole clearances. This will result in incomplete lift off or cover-up.

### CORRECTABLE FILM RIBBON AND LIFT-OFF TAPE

IBM Correctable Film Ribbon is a correspondence ribbon specifically formulated to work in tandem with IBM Lift-off Tape for total image removal. It is not recommended for general purpose use. Character edge definition and print quality are best when using a smooth surfaced paper with an original and less than three carbon copies. Carbon paper weight should not exceed that of IBM 752 carbon paper. Results with typestyles larger than Courier are marginal.

The correctable film ribbon cannot be used on direct offset masters. In the offset process, the typed image is removed from the master immediately.

The lift-off method of correcting is not recommended for use on photocomposition paper. This paper does not readily release the complete inked image in the lift-off process, which could disturb the surface of the paper.

The correctable film ribbon should not be recommended for OCR applications. With the lift-off tape, there is danger of substitution of characters due to imaging over the old impressions. With delete symbols, the nature of the ribbon does not offer enough coverage to prevent excessive rejects and substitutions.

Best results are obtained with the first or original sheet being a 16-20 lb., unglazed, smooth finish paper. Many 24 lb. bond papers will give satisfactory results on single copy applications. Other paper weights and finishes must be tested to ensure customer satisfaction. Certain erasable, coated or fluorescent bond papers are not receptive to the IBM correctable film ribbon and may result in voids in the characters.

The correcting film ribbon is not recommended for negotiable instruments such as checks, wills, etc.

*Additional information in reference to applications may be found in the Typewriter Applications Instruction Manual (F/N 241-5671).*

### IBM TECH III RIBBON AND IBM TECH III COVER-UP TAPE

For general purpose applications, the IBM Tech III ribbon and IBM Tech III Cover-up Tape should be used. The IBM Tech III Cover-up Tape can be used with colored film ribbons; however, some colors may require striking the correction twice for proper inking over the cover-up material. Film ribbon with cover-up tape may not always be acceptable. It should be tested with the customer's application before recommendation. The cover-up tape is not recommended for use with the 3121 black carbon film ribbon. The IBM Tech III Cover-up Tape can be used with a wide range of business office papers. Cover-up tape corrections are more readily detected than lift-off tape corrections, especially when the color of the typing paper differs from the color of the cover-up tape.

For reproduction purposes, the IBM Tech III Cover-up Tape has two limitations. First, on certain types of copying machines, both the unwanted and the retyped character show up on the copy. This limitation is common with most correction materials. Second, the IBM Tech III Cover-up Tape cannot be used in the direct offset process because both the cover-up material and the new character reproduce and/or wash off.

When using a machine equipped with the correcting mechanism on OCR applications, the use of "cover-up" tape can cause rejects or substitutions due to excessive broadening of the character. The use of delete symbols is acceptable on applications using the IBM Tech III ribbon and should be used rather than the correcting tape.